Correction of Current Pay Period Labor Record in the Automated Time Attendance and Production System

Applicability

This procedure is to be used to correct certified time and attendance charges sent to Payroll for the current pay period (as defined below) after 4:00 pm Tuesday Eastern Standard Time (EST) following the end of a pay period, but prior to the close of a pay period.

Please use the document "Supplemental Time and Attendance Procedures for the Automated Time Attendance and Production System" to process adjustments for closed pay periods.

Definitions

Corrected Labor Record. A corrected labor record is an adjustment to a previously submitted labor record for a current pay period which is accomplished between Tuesday 4:00 pm EST and Wednesday 4:00 pm EST following the last day of a pay period.

Current Pay Period. Pay periods are current from the first day of an established two week time period through Wednesday 4:00 pm EST following the last day of every pay period.

Closed Pay Period. Pay periods are officially closed on 4:00 pm Eastern Standard Time on Wednesdays following the last day of every pay period.

Processing Corrected Records

1. After the ATAAPS file has been transferred to the Payroll Office, each labor record will have the status messages "Certified: Yes" and "Sent to Payroll: Yes" identical to the example below.
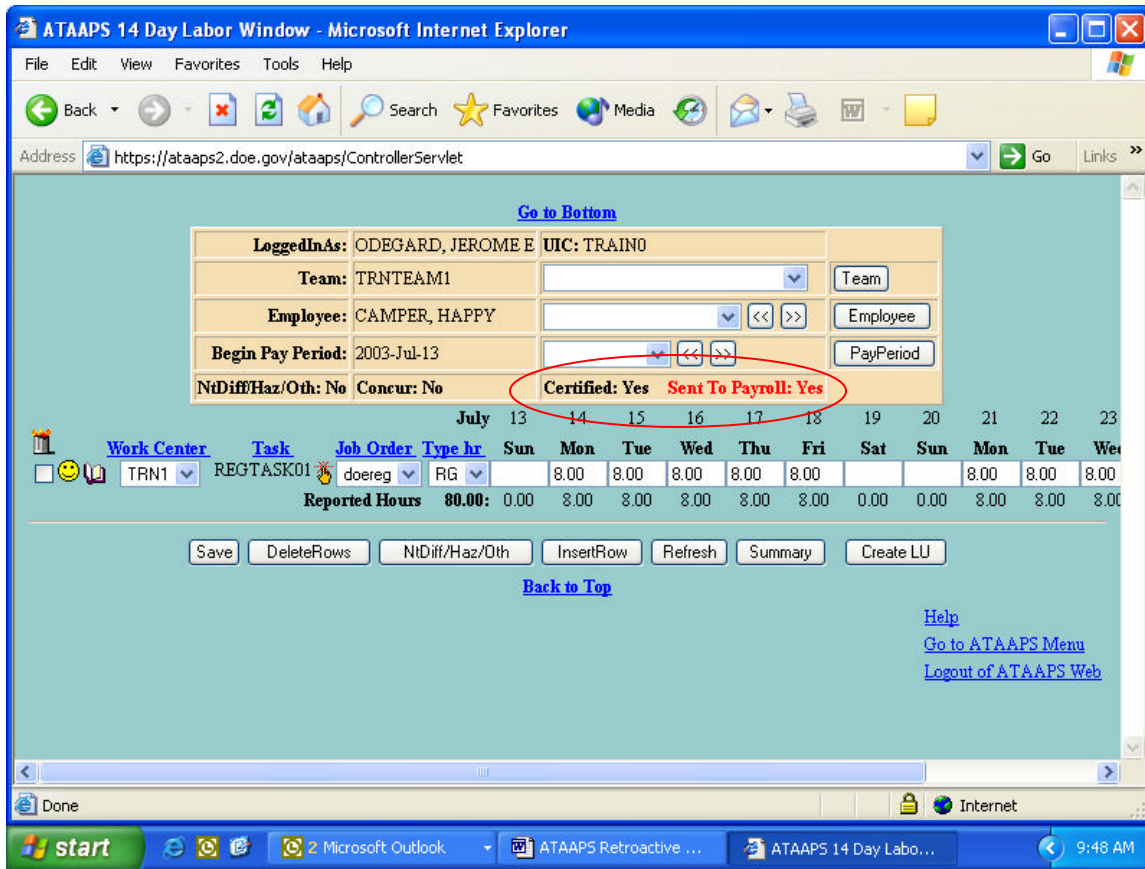
Under the above status, a Timekeeper can make and save adjustments to the labor record. The status message will change to "Certified: No" and "Sent to Payroll: No" when the record is saved.

2. If the current status is "Certified: Yes" and "Sent to Payroll: No", the Primary Certifier or an Alternate Certifier must access the Certification screen, uncheck the box under Certify, and click the Save button. The Timekeeper then makes the desired adjustment to the labor record. The status message will change from "Certified: Yes" to "Certified: No" when the record is saved.

3. The labor record will appear on the Uncertified Employees Report when it is run for the corresponding pay period under the Utilities Module from the Main Menu of ATAAPS.

4. The Primary Certifier or an Alternate Certifier is required to certify the corrected labor record in ATAAPS before it will be processed. The status messages displayed in the Labor screen will become "Certified: Yes" and "Sent to Payroll: No". The status will change to "Sent to Payroll: Yes" when a corrected labor record is transmitted to the payroll office.

Additional Assistance

If you require additional assistance, contact a Customer Service Representative on (301) 903-4433 or through email at PayrollCSRHelpDesk@hq.doe.gov.